

IHOPS INSTRUCTIONS

Description

IHOPs are available for use by MSFC Supervisors and their assigned Points of Contact (POCs) for documentation of information that is required for every hazardous operation. Supervisors will identify the building, Facility Risk Indicator (FRI) and type of hazardous operation. The operation can then be assigned to a POC by entering a badge number or retained for update by the supervisor. Once all required information is input, the information can be submitted for S&MA Review. S&MA Review assures S&MA involvement in hazardous operations as required. When the information has been saved or submitted for review, the Hazardous Operation is available in IHOPs through the search function.

Access

Access to the Input/Edit a Hazardous Operation Menu and the S&MA Menu is restricted by userid/password.

Supervisors automatically have access to the Input/Edit function by virtue of their Supervisor Safety Web Page (SSWP) account. A link to IHOPs is provided from the SSWP Supervisor Menu. A link to IHOPs is provided from the Safety, Health and Environmental (SHE) Home Page by selecting the MSFC Organizations, Initiatives, SSWP & Programs tab.

Supervisors can assign Hazardous Operations to a POC. If a new POC is assigned to a hazardous operation, the POC must Request Access to IHOPs by go to the SHE Page, select the IHOPs link from the MSFC Organizations, Initiatives, SSWP & Programs. Click on the “Go to IHOPs” button. Click on the “Request Access” URL in the footer of the login menu. The Safety IT Admin will contact the POC when access to IHOPs has been approved. Only MSFC users can gain access to IHOPS by either requesting access or can add, Update, Reassign or View/Search the Hazardous Operation Inventory.

Functionality

- 1) **Supervisors** – When accessing IHOPs, a Supervisor will be provided the Input/Edit Hazardous Operation Menu.
 - a) **Add Hazardous Operation** is only available to supervisors. “ADD” can be used to add any operation that has not been previously entered.
 - i) The FRI Level must be identified first because the information that is required varies according to the FRI level selected. The FRI Level can be changed on update.
 - ii) Information required to save the hazardous operation or to submit for S&MA Review is designated on the resulting input form. In order to save the

- hazardous operation for update, the Building, MSFC Org Supported, Submitting Org and type of hazardous operation must be identified.
- iii) You can also assign hazardous operation to a POC by entering the badge number at this time.
 - iv) To save the information for update, select the NO/Just Save button at the bottom of the form beside the question, “Submit for S&MA Review?” If any required information has not been input, you will receive an error message stating exactly what information is missing. Return to the form and input the required information. Check to make sure the Building and type of Hazardous Operation are still selected and input if necessary.
 - v) If you have input all required information and entered a badge number for POC assignment, the POC’s identifying information will be returned for verification. If the badge number is not found in the database, an error message will be returned. Return to the input form and correct the information, and assure that Building and type of Hazardous Operation information is populated. When all the required information has been successfully entered, the POC will receive an email notification that a hazardous operation has been assigned.
 - vi) Checklist Completion – You will be presented with a screen for selection of associated checklists for completion. Click on each link to complete the checklist. Assure that each question is answered by clicking the Yes, No, NA or Help button. When the checklist is completed, click the Submit button. You will be returned to the Checklist Menu. A button is provided to return to the Add/Edit Hazardous Operations Menu.
 - (1) Help Function of a Checklist – When you select Help on the checklists, a pop-up screen will be provided for input of an explanation of the help requested. Upon submittal, an email will be sent to the Industrial Safety department. An IS representative will contact you.
- b) [Edit Hazardous Operation](#) is available to Supervisors and POCs.
- i) “EDIT” lists only the hazardous operations that the individual logged in is assigned too. Therefore, if a supervisor assigned a hazardous operation to a POC, the POC’s edit list will include the operation and the supervisor’s edit list will not include the operation. The supervisor can view all hazardous operations he/she is responsible for by selecting Reassign Hazardous Operation from the Input/Edit menu. In order to update information, click on the operation’s ID number button in the left-hand column.
 - (1) The Update module will display the S&MA Reviewer comments, if the information exists.
 - (2) Checklist Completion – A button is provided at the bottom of the page for completion or update of checklists. The checklist functionality is as described in paragraphs 1.a.i and 1.a.ii except that an extra button is provided on the Checklist Menu allowing you to return to the Update Hazardous Operation page.
 - ii) Delete Hazardous Operation is available for the POC to delete the operation from the inventory if it is no longer being performed at MSFC. In order to select a hazardous operation for deletion, click on the “DEL” button for that

operation in the right-hand column of the “Edit Active Hazardous Operations”. Detailed information about the operation will be provided for verification before deletion. Delete the record by clicking the YES button at the bottom of the page beside “Delete Record?”

- c) [Reassign Hazardous Operation](#) is only available to supervisors. All hazardous operations that the supervisor is responsible for are provided in the resulting list. This is the only location that a supervisor can see all operations under his/her responsibility.
 - i) To reassign a Hazardous Operation clicking on the operation’s **ID** button in the left-hand column. Detailed information about the operation will be provided for verification before clicking YES at “Reassign Record?” at the bottom of the page. Enter the badge number of the new POC in the resulting form and click the YES button at “Reassign?” An email message will be sent to the POC notifying him/her of the assignment.
 - ii) To change the submitting org of a hazardous operation, click on the “**Submitting Org**” button on the Reassign a Hazardous Operation page. Detailed information about the operation will be provided to verification prior changing the Submitting Org. Submitting Org will list only the assigned Orgs that the Supervisor has been assigned in Supervisor Safety Web Page (SSWP). Click on the pull down list and select the new Submitting Org. Click “Yes” to change the Org. The hazardous operation will be changed and you will be returned to the Reassign a Hazardous Operation.
 - iii) The Reassign module will display the S&MA Reviewer comments, if the information exists.
- d) [View/Search Hazardous Operation Inventory](#) allows all personnel to search for hazardous operations that have been submitted to S&MA. Records can be viewed by building, type of hazardous operation, Area Manager, Submitting Organization, Responsible Organization, POC, or Inventory Date.
 - i) A red asterisk appears beside the building number of a hazardous operation that contains a NO answer to any question on an associated checklist.
 - ii) Click on the hazardous operation **ID** to view detailed information about the hazardous operation.
 - (1) To view the associated checklists, click on the View Checklist button at the bottom of the hazardous operation detail page.
 - iii) If you would like to download the report into an Excel spreadsheet, click on the “Download IHOPS into Excel”. This link is above the IHOPS report.
 - iv) Submitting Hazardous Operations is an annual process. The **Date of Next Inventory** column displayed the next submit date. The column will turn yellow 30 days before the next review. If the POC does not resubmit the hazardous operation within the 30 days, the column will turn red and remain red until the POC resubmits the hazardous operation.
 - v) **Date of Last S&MA Review** displays the last date the S&MA Reviewer reviewed a hazardous operation. The column will turn yellow 25 days after a hazardous operation has been submitted for review. If the S&MA Reviewer does not review the hazardous operation within 30 days, the column will turn

red and remain red until the S&MA Reviewer has reviewed or return the hazardous operation back to the POC.

vi) **Status** of a hazardous operation:

- (1) *Draft* is a hazardous operation that was “Just Saved” by a POC or Supervisor. The hazardous operation has NOT been submitted for review and is not completed. The POC needs to submit the hazardous operation for review.
 - (2) *Return to POC* is a hazardous operation that was returned to the POC because the hazardous operation has missing data. If a hazardous operation was returned to a POC, an email is sent to the POC. The POC needs to update the hazardous operation by providing the missing data and submit the hazardous operation for review again. The S&MA Reviewer comments are also displayed on the “edit” and “reassign” pages, so the POC and Supervisor can review the comments.
 - (3) *In Process* is a hazardous operation that was submitted for review by the POC and is waiting for the S&MA Reviewer to review it. When a hazardous operation has been submitted for review, an email is sent to the S&MA Reviewer.
 - (4) *Reviewed* is a hazardous operation that was submitted for review by the POC and reviewed by the S&MA Reviewer. A reviewed hazardous operation is completed for the year.
- e) [SHE HazOps Survey](#) is an annual survey that must be complete each year. The SHE HazOps Survey is used to gather information and determine if all hazardous operations have been added to IHOPS for each organization.

- 2) **Point-of-Contact (POC)** – POCs will be provided with **Edit** and **View/Search** functions as listed in the Supervisor’s section above. The POC does NOT have the capability of reassigning a Hazardous Operation or Submitting Org on the Edit Active Hazardous Operation List.
- 3) **S&MA Review** – The Industrial Safety (IS) group of the S&MA organization will review the hazardous operation information for concurrence. If S&MA does not concur with the evaluation, the POC will receive an email stating the reason for the non-concurrence. Follow instructions in section 1.b to revise the information.
- 4) **MSFC Personnel** – Only MSFC Personnel who have access to Supervisor Safety Web Page or POCs who requested access can view the operations that have been submitted to S&MA by selecting View/Search Hazardous Operations Inventory from the IHOPS Main Menu. Personnel can view All operations or All Draft and Returned to POC or one can search by building, hazardous operation, ID, Area Manager, Submitting Organization, Responsible Organization, Point of Contact (POC), or Inventory Date.